



**UMZIMVUBU**  
LOCAL MUNICIPALITY

**ADVERT DATE: 20 February 2026**

Project Name	Contract No.	Closing Date.
Supply and Delivery of Municipal Stationery for a Period of 2 Years	UMZ/2025-26/ BTO/INV/004	23 March 2026
Supply and Delivery of Municipal Cartridges and Toners for a Period of 2 Years	UMZ/2025-26/ BTO/ INV/005	24 March 2026

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BIDS BEING DEEMED TO BE NON- RESPONSIVE.** Umzimvubu Local Municipality Supply Chain Management policy will apply Certificate or confirmation from SARS with a verification pin, copy of company Registration/Founding Statement/CIPC Document. The bid will be evaluated on 80/20 evaluation criteria where 20 points will be allocated to specific **goal 4 points for companies with 50% and above owned by youth, 4 points for 50% and above Female ownership 4 points for 100% Black ownership, 4 points for people living with disability and 4 points for Umzimvubu Local Municipality based Suppliers.** Prices quoted must be firm and must be inclusive of VAT for vat vendors. Originally Certified ID Copies of Managing Directors/ Owners. Fully completed MBD forms 1, 4,6,1, 8, and 9 and Billing Clearance certificate or Statement of Municipal Accounts or affidavit or lease agreement or residential confirmation accompanied by a declaration that a company and all active directors do not owe municipal services for more than 30 days are compulsory submission. Bidders must be registered on CSD and provide confirmation of registration. No couriered, faxed, e-mailed, and late tenders will be accepted. Certification of documents must be within a period of 90 days. Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. A compulsory briefing will be held as per the table above at Umzimvubu Local Municipal New Offices, Dabula Street, Sophia (Briefing certificate to be issued). All tenders must be deposited in the tender box situated at Umzimvubu Local Municipality Offices at Dabula Street Sophia, KwaBhaca/Mt Frere, Eastern Cape, 5090 Coordinates (30,90417° S, 28,98138° E) to be closed not later than **12h00 noon** as per dates above, where they will be opened in public. The municipality will not make any award to a person or persons working for the state. All tenders must be clearly marked **"Name of the project"**. Tender Documents will be available on E-Tender Portal for free to be downloaded and those that need hard copies will be available at municipal offices at a fee of R455.00 to cover printing costs.

**FUNCTIONALITY**

A minimum of 70 Points to be scored in order to be evaluated further.

CRITERIA	POINTS
Experience	50
Financial Capability	50
<b>Total</b>	<b>100</b>

**Enquiries:** All technical enquiries may be directed to Mr. L. Hendrick and SCM enquiries to SCM Mr. X Blaweni 0392558554 email [Hendrick.Lazola@umzimvubu.gov.za](mailto:Hendrick.Lazola@umzimvubu.gov.za) and [Blaweni.Xolisa@umzimvubu.gov.za](mailto:Blaweni.Xolisa@umzimvubu.gov.za). Other enquiries regarding this bid may be directed to the office of the Municipal Manager: Mr. GPT Nota.

**GPT NOTA**  
**MUNICIPAL MANAGER**